

## **Administrative Assistant Job Description**

**Objective of Position:** To assist in assuring that the office is running smoothly and to be a support to other staff members.

**Reports to:** Center Director

### **Qualifications:**

1. Commitment to Jesus Christ as Lord and Savior.
2. Faithful attendance in a local church and weekly Bible study.
3. Full agreement with the CPC Statement of Faith and Statement of Principle.
4. Dependable, stable, and capable of following through on commitments.
5. A sincere desire to reach out with the love of Jesus to other people in distress.
6. A basic understanding of human nature.
7. An ability to recognize extra-Biblical values and not allow them to become a barrier in relating to a client.
8. Knowledge of scripture, especially pertaining to the sanctity of human life, forgiveness, and salvation.
9. Ability to respect confidentiality.
10. Completion of the CPC volunteer training.
11. Willingness to attend volunteer meetings and SLM functions.
12. Spanish language skills preferred, but not required.
13. Full-time position (40 hours/week).

### **Responsibilities include:**

1. Ensure/maintain smooth, overall office functioning.
2. Interface with prospective/current volunteers: follow-up calls, application referrals; scheduling; overseeing; appreciation/affirmation.
3. Perform receptionist duties (answer multiple phone lines; schedule appointments; 'convert' counseling inquiries into appointments when possible).
4. Assist in training 'Admin Volunteers' in office tasks and train 'Counselor Volunteers' with Counselor Orientation list.
5. Oversee/assist in organization and administration of filing system.
6. Assist with practical aspects of training preparation: copying material, coordinating volunteer help w/food, send out reminders for Counselor Training and In-services, etc.
7. Coordinate w/churches and individuals for clients' special events such as Thanksgiving dinners, Christmas giving, Easter baskets.
8. Coordinate Baby Showers for clients w/churches and individuals, as needed.
9. Track need to replenish Counselor's materials, such as Intake folders, brochures, handouts, etc.
10. Assist with newsletter distribution (proof-reading, printing, and mailing).
11. Primarily assist FPHC Director, and on an 'as needed basis' assist the following staff:

- a. Director of Finance (entering deposits in database; preparing weekly bank deposits, donation receipts and envelopes for donor mailings, etc.)
  - b. Director of Administration
  - c. Executive Director
  - d. LifeChoices Coordinator (church/school presentations, upon request)
12. Assist/oversee the organization and maintenance of storage room; coordinate volunteers for seasonal changes of baby/maternity clothing.
  13. Responsible for ordering office supplies, kitchen supplies and client supplies (brochures, etc.).
  14. Prepare/coordinate/oversee pamphlet & display items for various functions such as fairs, Sanctity of Human Life Sunday, etc.
  15. Assist counselors with material-needs clients.
  16. Perform other duties as assigned (i.e., Banquet, etc.).
  17. Update Birth Notification Log.
  18. Assist Center Director, as needed, with client follow up.
  19. Overseeing Hispanic Ministry and Training (if you are Spanish speaking).

**To Apply:** Please send cover letter, resume, and Christian testimony to Renee Cole, Director of Administration, Sanctity of Life Ministries, 10875 Main Street, Suite 109, Fairfax, VA 22030. Phone: 703.278.5433. Fax: 703.278.8645. Email: [renee.cole@slmpregnancy.org](mailto:renee.cole@slmpregnancy.org).